

Computerizing Small Business

Specialized Management Programs

Career Descriptions

Small Business owners, managers, and key employees.

Program Information

Central Lakes College's Computerizing Small Business Program is designed to assist the small business owner through the process of computerization for office and accounting applications. A structured program will be used to analyze current manual systems, evaluate business applications for the computer, identify the advantages of computerization, and examine the software and hardware currently available. This program uses a combination of classroom and individualized on-site instruction tailored to the specific business needs.

The mission of the Computerizing Small Business Program is to encourage more businesses to take advantage of the cost savings/productivity improvement opportunities available through office automation by simplifying the computerization process. The Computerizing Small Business program will provide assistance in the following areas:

- Business Analysis
 - Evaluate current business procedures
 - Determine which manual systems should be computerized
- Feasibility Study
 - Cost Effectiveness
 - Determine which computerization will be cost effective
- Software Evaluation
 - The types of software
 - The dealer/distributor
 - Support offered or provided
- Hardware Considerations
 - Computer options necessary to operate software selected
 - Anticipated growth and future considerations
- System Implementation
 - Hardware and software training
 - Operation of software
 - Dual Systems - utilizing computerized and manual systems simultaneously
- System Evaluation
 - By management, employees, customers
 - Recommendations

The Computerizing Small Business Program provides three enrollment options for students. There is a 10 credit "Applications in Computerizing Small Business" and a 21 credit certificate "Advanced Systems in Computerizing Small Business". Students who wish to continue in the program may also complete the 32 credit diploma program in Computerizing Small Business.

Special Program Requirements

The Computerizing Small Business program is designed for business owners, managers, and key employees of a small business. In addition, individuals in the process of starting a small business may also enroll.

Admissions

The Computerizing Small Business program is primarily offered as individualized instruction at the business. Classroom instruction is also included on a limited basis.

Employment Opportunities

Students in this program are currently employed in the field, or in the process of starting a business.



Computerizing Small Business Diploma

CSBM 1100	CSB Operating Systems	2
CSBM 1110	CSB General Ledger	3
CSBM 1120	CSB Bank Reconciliation	2
CSBM 1130	CSB Accounts Receivable	3
CSBM 1140	CSB Accounts Payable	3
CSBM 1150	CSB Payroll	3
CSBM 1160	Governmental Payroll Reporting	2
	Total	18

Electives

Student must choose an additional 14 credits from the Computerized Small Business Management Master Course Listing. Electives can be identified when the second numerical placeholder is a "2". (i.e. CSBM 1211)

	Total	14
GRADUATION REQUIREMENTS		32

Individual semester plans are determined between instructor and student to best meet the student's needs.



Brainerd Campus Admissions Office
501 West College Drive, Brainerd, MN 56401
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Advanced Systems in CSB Certificate

This certificate is designed for students who wish to gain additional knowledge in selected software applications, with an emphasis in accounting. Students select courses, from the Computerizing Small Business curriculum, that help them achieve their business and personal goals. Students can personalize their courses to address business-specific educational needs. Courses for this certificate may include several of these emphasis areas: Specialized Accounting Software, Payroll, Accounts Payable, Accounts Receivable, Account Reconciliation, and Office Applications.

Required Courses

Students must select 12 credits from the following list:

CSBM 1100	CSB Operating Systems	2
CSBM 1110	CSB General Ledger	3
CSBM 1120	CSB Bank Reconciliation	2
CSBM 1130	CSB Accounts Receivable	3
CSBM 1140	CSB Accounts Payable	3
CSBM 1150	CSB Payroll	3
CSBM 1160	Governmental Payroll Reporting	2
CSBM 1170	CSB Intro to Accounting Software	3
	Total	12

Electives

Student must choose an additional 9 credits from the Computerized Small Business Management Master Course Listing.

Total	9
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GRADUATION REQUIREMENTS **21**

Applications in CSB Certificate

This certificate is designed for students who wish to gain specific knowledge in one selected area of the Computerizing Small Business curriculum. Students select courses that are tailored to address their current business needs and assist in attaining success with short-term business and personal goals. This certificate maintains a high degree of flexibility allowing the student to choose a minimal amount of required course work. Students have the ability to customize their program using several electives. Courses available for this certificate are in the general area of Business or Office applications.

Required Courses

Students must select 7 credits from the following list:

CSBM 1100	CSB Operating Systems	2
CSBM 1110	CSB General Ledger	3
CSBM 1120	CSB Bank Reconciliation	2
CSBM 1130	CSB Accounts Receivable	3
CSBM 1140	CSB Accounts Payable	3
CSBM 1150	CSB Payroll	3
CSBM 1160	Governmental Payroll Reporting	2
	Total	7

Electives

Student must choose an additional 3 credits from the Computerized Small Business Management Master Course Listing. Electives can be identified when the second numerical placeholder is a "2". (i.e. CSBM 1251)

Total	3
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GRADUATION REQUIREMENTS **10**



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